

Importing Wages into UI eServices for Employers

Rather than manually keying your employee's wages into eServices, if you have them stored in a properly formatted Comma-Separated Values (CSV) or Microsoft Excel file, you may quickly import the wages into eServices.

To import the file (see below for formatting instructions):

- Choose the option to "File a report with wages",
- Select the **Import** option at the top or bottom of the screen,
- Browse to where you have the file stored on your PC, and choose **Import**.

Based on the wage record information imported, eServices will calculate the total Gross Wages, Excess Wages (if applicable), Taxable Wages, and Tax Due.

After verifying the information you imported is correct, simply **Submit** your report.

File Formats

Comma-Separated Values (CSV) Format

Your CSV file should follow the format below:

Comma separated fields.

Field 1 = Employee Count Month 1

Field 2 = Employee Count Month 2

Field 3 = Employee Count Month 3

Repeating fields for each employee with wages paid during quarter:

- SSN
- Last Name
- First Name
- Total Gross wages for employee for the quarter (with decimals)

NOTE: Commas should only be used to separate specified fields, do not include additional commas within the gross wage field or any other field. To import properly, your CSV file should be created as a text file and saved with the .csv extension. If you create your file in Excel, please be sure to save it with the .csv extension.

Example CSV File Format:

```
3,4,4
226426934,Stirling,kristen,8051
458866233,Ellison,kyle,14632
525771076,Bowers,Joe,15537.5
743862598,Miller,Nate,11882
```

Microsoft Excel Format

Your Excel file should follow the format below:

First line – Employee counts. One month for each of the first three columns, leave fourth column blank.

- Employee count 1st month
- Employee count 2nd month
- Employee count 3rd month

Repeating Rows - Repeated for each employee with wages paid during the quarter.

- First Column – SSN
- Second Column – Last Name
- Third Column – First Name
- Forth Column – Total Gross Wages for Employee (with Decimals)

NOTE: Do not include commas and do not include column or row headers.

Example Excel File Layout:

5	5	6	
184378137	Talbert	LAWRENCE	8051.00
858866233	Ellison	STEVE	4632.00
825771076	Striling	MICHAEL	5537.50
943862598	Miller	KYLE	11882.00
876820290	PIPPER	DANIEL	10066.50
859980082	Jones	THOMAS	16156.00